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24 February 1954

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Nominations to the National War College and Industrial College of the Armed Forces

REFERENCE: CIA Regulation []

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1. The Central Intelligence Agency annually receives a quota for three civilians to attend the National War College and for one civilian to attend the Industrial College of the Armed Forces. Individuals who meet the basic requirements outlined on page two are invited to apply for the 1954-55 courses.

2. Applicants should be fully qualified to make a substantial contribution to the school based on authoritative experience with the mission and functions of the Agency.

3. Will you please take the following action:

- a) Insure that all of your employees meeting the minimum qualifications are given the opportunity to apply in writing for this course. Applicants for previous courses who were not selected are invited to resubmit applications.
- b) Submit memorandum applications (original and one copy) by 1 April 1954 in accordance with CIA Regulation [] to the Director of Training. (Training Request Form 51-133 need not be used, but will be employed for the successful candidates and submitted to the Director of Security after selection is made.)

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Applications should include: name, age, grade, description of present position, chronological summary of education and employment (both civilian and military), together with any pertinent information which will assist the Agency Career Service Board in making its recommendations to the DCI.

The approval or disapproval of Deputy Directors, Assistant Directors, and Staff Chiefs, or of Career Service Boards should be indicated.

- c) Include a statement regarding other service colleges for which the applicant may desire to be considered in the event of non-selection for these courses, i.e., Army, Navy, and Air War College courses for 1954-55. Selections for these courses will be made immediately after selection of candidates for the National War College.

4. Further information, including syllabi of the courses, may be obtained from the External and Language Training Division, 2129 Eye Building, []

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1 Attachment

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NATIONAL WAR COLLEGE

Washington, D. C.

26 August 1954 to 18 June 1955

Minimum qualifications:

1. Clearance through Top Secret
2. GS-14 or above, or commensurate position
3. Male, age 35 to 45 inclusive
4. Bachelor's degree minimum, or experience equivalent
5. Reserve officer status desirable, but not obligatory

Brief of Course Mission:

To prepare selected officers of the Department of Defense and officers of the State Department and other executive departments, for joint staff and command duties on the highest level, and for the performance of strategic planning duties in their respective departments in behalf of the national security.

INDUSTRIAL COLLEGE OF THE ARMED FORCES

Washington, D. C.

19 August 1954 to 16 June 1955

Minimum qualifications:

1. Clearance through Top Secret
2. GS-13, or above, or commensurate position
3. Male, age 35 to 45 inclusive
4. Bachelor's degree minimum, or experience equivalent
5. Reserve officer status desirable, but not obligatory

Brief of Course Mission:

To prepare selected senior officers of the Army, Navy, and Air Force for important command, staff and planning assignments within the Department of Defense and to prepare selected civilians for important economic mobilization assignments in any Government agency.